

**TOMPKINS-SENECA-TIOGA BOCES
SCHOOL LIBRARY SYSTEM COUNCIL**

Bylaws

I. NAME

This organization shall be called the Tompkins-Seneca-Tioga BOCES School Library System Council, hereafter referred to as the Council. The Tompkins-Seneca-Tioga BOCES School Library System is hereafter referred to as the System.

II. AUTHORITY

The Council shall be the policy recommending body of the System in compliance with Commissioner's Regulations 90.18.

III. RESPONSIBILITY

Section 1. The Council shall advise the Director in the development of the Plan of Service and its implementation.

Section 2. The Council shall advise in the preparation of the System budget and approve an annual budget, based on the State allocation for the System.

Section 3. The Council shall approve recommendations made by Committees.

Section 4. The Council shall assist and advise BOCES in the process of employing a Director.

IV. MEMBERSHIP

Section 1. Council membership shall consist of no more than fifteen (15) members.

Section 2. The Council shall include the following permanent seats:

One library media specialist from each component school district: Candor, Dryden, Groton, Ithaca, Lansing, Newfield, South Seneca, Trumansburg, and George Jr. Republic (9)

One representative from the public library system, or from a member library (1);

One representative from the reference and research library system, or from a member library (1).

Additional members of the Council may be chosen as follows:

One district-wide library coordinator or administrator (1);

One building-level administrator, i.e., principal or assistant principal (1);

One district-wide administrator, i.e., superintendent or director of curriculum instruction (1);

One community member (1).

Section 3. **Ex-Officio Membership** – The Council shall include the School Library System Director as an ex-officio member.

The BOCES District Superintendent and the BOCES Instructional Support Services Director may also serve as ex-officio members.

Section 4. **Term of Council Office** – Members will serve three-year terms that will run from July 1 to June 30. Reappointments are permitted.

Section 5. **Method of Appointment** – At the first Council meeting of each new calendar year, Council members scheduled to retire in June will be named by the Council Chairperson to serve as a nominating committee to prepare a slate of nominees. This slate will be presented to the Council for approval at the next meeting. The Director will then contact the necessary School District Superintendent or supervisor for agreement.

Section 6. **Attendance** – Council members are expected to attend all meetings.

Section 7. **Vacancies** – Should a Council member be unable to serve, the BOCES Board of Education will appoint a replacement as per Commissioner’s Regulations 90.18 (b)(2)(i).

V. MEETINGS

Section 1. The Council shall meet at least four (4) times each year. The dates will be set at the last meeting of the year.

Section 2. Each Council member shall have one vote and must be present at a meeting to have this vote counted.

Section 3. A simple majority of Council membership shall constitute a quorum.

VI. OFFICERS

Section 1. The Council will elect a Chairperson and a Vice-Chairperson by vote at the last scheduled meeting of the school year to serve a two-year term.

Section 2. A member shall be eligible to serve more than one (1) consecutive term in the same office.

Section 3. The duties of the Chairperson shall be:
Convene and preside at Council meetings
Prepare the agenda with the Director
Monitor membership attendance
Solicit volunteers for committees

The Vice-Chairperson shall preside at meetings in the absence of the Chairperson.

VII. COMMITTEES

Section 1. Committees may be established for specialized responsibilities.

Section 2. Committees shall report regularly to the Council.

Section 3. Committee members may be from the Council, the liaison group, or member libraries.

Section 4. The Council shall assist and advise BOCES in the process of employing a Director.

VIII. PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rule or Order shall govern the proceedings of the Council in all matters not covered by these Bylaws.

IX. AMENDMENT OF BY-LAWS

Section 1. All proposals for amending the Bylaws must be submitted to the Council for its consideration.

Section 2, At the next regular meeting of the Council, the proposed amendment shall be voted upon.

Section 3. Upon acceptance, the proposed amendment shall become part of the Bylaws.

X. SAVINGS CLAUSE

These Bylaws are not intended to interfere or supercede any State Education Department Regulations, Commissioner's Regulations, BOCES Board of Education Policy, or Local Education Agency Policy.